



## Invitation to Bid

**HNS 21-32**

**NOTE:** Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address:		SAFEHOME CHARLOTTE
7711 Cedar Bluff Ln		
Bid Walk:	2/18/21 @ 9:00AM	
Bid Opening:	2/25/21 @ 2:00PM	E-MAIL
Client Name:	Wesley Payne	Contact Number: 704 497 1851
Project Manager:	C. Hitsman	Contact Number: 704 622 1685

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at \_\_\_\_\_ (cell # 704 622 1685 \_\_\_\_\_).

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be opened at 600 East Trade St. immediately following the above due date and time.**

*2/23/21  
D. Payne*



**SAFE HOME**  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at Cedar Bluff to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

***All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:***

Dollars (\$ \_\_\_\_\_)

*Written total*

Specs Dated: 6/19/20 Number of Pages: 10

Addenda # 1 Dated: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Addenda # 2 Dated: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

**Project Schedule: Minimum Start Date -**

**Completion Deadline:**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



## **Instructions to Bidders**

### **Explanations to Bidders**

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

### **Preparation of Bids**

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

### **Submittal of Bids**

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



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**Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

\_\_\_\_\_  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) \_\_\_\_\_  
Fax: (704) \_\_\_\_\_

# Work Specification

Prepared By:

City of Charlotte Housing & Neighborhood Services  
600 E. Trade Street  
Charlotte, NC 28202  
(704) 336-7600

## Property Details

Address: 7711 Cedar Bluff Ln  
Charlotte, NC 28227

Owner: Wesley Payne

Owner Phone: (704) 737-6820

Structure Type: Single Unit

Program(s): SHFY2020  
SHFY21

Square Feet: 1224

Year Built: 1978

Property Value: 84000

Tax Parcel: 13507132

Census Tract:

Property Zone:

## Repairs

### Description

Floor

Room

Exterior

### All Contractor's Project Requirements

The contractor is responsible for project requirements, including but limited to:

COVID-19 Process

Obtaining all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

### Front Door & Rear Utility Room Doors

Remove existing door, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. New casing and shoe molding will match existing. Apply primer and topcoat. This installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Rear- Vinyl French Doors to Patio

Remove and dispose of existing door, frame and threshold. Install new Energy Star rated pre-hung exterior vinyl siding patio door with screen and locking hardware. Insulate cavity. New casing and shoe molding will match existing. This installation is to include repairing any damaged header, door framing, wall framing, sub-floor, floor joists, band joists, and sill.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Vinyl Window

Do not replace triangular Windows above front Door

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW-E windows including half screens. Insulate rough opening. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill. Any windows replaced in a bathroom must have tempered glass.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Handrail Install & replace missing brick - Front steps

Install handrail , on BOTH SIDES , Exterior front steps to Code.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Exterior Deck Replacement- REAR

Remove rear-deck.  
Replace with 120 sq ft treated lumber Deck and railings, as well as new steps and railings should be constructed of treated lumber and in accordance with Appendix M of NC Building Code.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Exterminate Termites

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

# Work Specification

## Lawn Landscaping , Tree Removal

1. Remove hardwood tree in front of sidewalk to front door, back-fill hole level with clay, seed & straw.
2. Remove hardwood tree just behind rear-deck ( back-fill hole level with clay, seed & straw )
3. Cut all rear-yard seedlings below ground level.  
Cut grass, & trim

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Rear Porch Doorway SHED-ROOF

Construct a shed roof 3 feet wider than the glass doors opening. Roof to extend out from siding 4 ft. Approx. 10/12 roof pitch. Paint all exposed wood to match house colors, match trim dimensions, match painted T111 ceiling & sides. Flash to Code Shingle color to match.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Replace/ Refasten Any Loose/ Missing Or Decayed Exterior Lumber

1. Remove & replace any decayed wood products ( T111 ) at rear deck area.
2. Replace all decayed plate & band. Stain to match.
3. Enclose any holes in front porch columns. Paint/stain to match

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Custom Shelf Installation

1. Clean out items from Rear Utility room floor and front - middle bedroom floor. Dispose of what can be disposed of.
2. Install a wooded shelving unit, the length of the wall ( from front of house to hall ) 3 feet deep. Anchor the framing to the wall studs. Shelves to be 7/16" plywood. 2 Shelves high.
3. All extra/ stored items from the two front bedrooms to be stored here. Assist the owner to accomplish this task.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Floor System Repair

1. Living room / Dining room.  
Remove all stored items. Items to go into shed, Utility room or onto new bedroom shelving.  
Ensure sub-floor is level. Work may include installation of some 2"x 8" joists & some plywood sub flooring replacement.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Living/Dining Room / Master Bath/ Laundry Room & Hallway

Living /Dining Room / Master Bath/Laundry Room & Hallway

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Flooring material is to be vinyl interlocking planks and be waterproof. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Braille / Sound Thermostat

Replace hallway Thermostat with a Braille / Sound Thermostat

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Cabinet Repair - Construct Drawer

Construct a Drawer to fit the Bathroom Vanity. Finish with matching semi-gloss low-VOC paint.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Master Bedroom

Completely demo the existing bathroom. Remove all plumbing and electrical fixtures, doors and trim, and ceiling, wall, and floor coverings to the framing.

Damage extends outside of the bathroom. Include repair of all components associated with this damage

Repair or replace all framing as necessary, drywall, moldings to meet the requirements of the Construction Specifications and the Building Code.

Rebuild the bathroom complete with all the following features:

- \*floor, wall, and ceiling insulation at locations required by the Construction Specifications
- \*ceiling mounted fan vented through the roof
- \*switched light fixture over the vanity
- \*GFCI outlet per Code
- \*Fiberglass stand-up shower enclosure
- \*drywall and finish walls and ceiling
- \*baseboard and shoe mold at standard locations
- \*1.6 gpf commode 17"
- \*24" vanity with cultured marble top and single handle faucet
- \*3 piece bath hardware set (towel bar, paper holder, and towel ring)
- \*mirror over vanity
- \*walls and ceiling painted semi-gloss per Construction Specifications.
- \*all un-joined 1/4 round trim ends will be cut at a 45 and double-painted
- \*supply vent

All materials and construction methods shall meet the requirements of the relevant Construction Specifications and the NC Codes.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$



# Work Specification

## Combination CO / Smoke Detector Hard Wired

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Smoke Detector Hard Wired

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## 2 front bedroom ceiling light Installation

Install a LED ceiling light in the front 2 bedroom ceilings. Switch plate operated.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC